

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street
Lakewood, CO 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-120-07-04

Date: May 18, 2007

SUBJECT: ADS – Computer Clean-up

TO: Colorado State Office Natural Resources Conservation Service (NRCS)
Employees

PURPOSE: To request employees to clean-up the shared drive.

EXPIRATION DATE: September 30, 2007

File Code: 120-08

ACTION REQUIRED BY: May 31, 2007

The shared drive (S) is out of space. The Farm Service Agency (FSA) and Rural Development (RD) also use the shared drive; however, NRCS has used a large portion of the available space. Therefore, NRCS is requiring that all employees clean-up old documents that are currently being stored on this drive.

Documents that are dated prior to 2005 should be backed up on Compact Disc (CD) and the file in the shared drive deleted by May 31, 2007. After May 31, 2007, the Information Technology Support (ITS) staff will check the files that are left and they will be deleted. If there is a reason that files can not be backed-up on CDs and must remain in the shared drive, contact David Ueda (ITS) at 720-544-2860 and he will determine where those documents should be stored.

If you have questions, please contact Ila Binard, SAO, at 720-544-2822 or ila.binard@co.usda.gov.

A handwritten signature in blue ink that reads "Allen Green".

ALLEN GREEN
State Conservationist

Dist: O

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